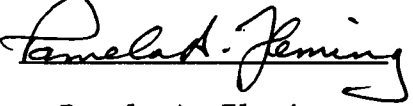
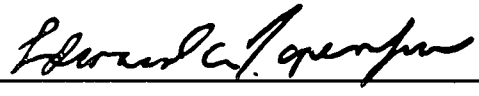


<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No. M-269</b> Page 1 of 3
<b>Agency</b> City of Bowie		<b>Division/Unit</b> City Clerk/City Manager's Office
Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, and other materials related to administration of the Department.	Screen annually and destroy the material no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office. Transfer every 5 years to State Archives.
2.	Minutes of City Council meetings	Permanent. Transfer every 5 years to the Maryland State Archives.
3.	Minutes of Council Appointed Committees	Retain for three years then destroy unless of historical value. Retain historical information permanently and transfer every 5 years to the Maryland State Archives.
4.	Deeds and Easements. - Records of fee simple and right-of-way acquisition, utility and miscellaneous easements attributed to the City of Bowie.	Permanent. Transfer every 5 years to the Maryland State Archives.
5.	Annexations. Annexation Petitions with supporting and background documents	Permanent. Transfer every 5 years to the Maryland State Archives.
6.	Legislation Charter Amendments, ordinances and resolutions adopted by the Council with supporting and background documents, if any.	Permanent. Transfer every 5 years to the Maryland State Archives.
7.	City Charter and City Code The Charter contains the general corporate powers and the City Code contains the current local laws of the City.	Permanent. Transfer every 5 years to the State Archives.
Schedule Approved by Department, Agency, or Division Representative. Date <u>April 14, 2010</u> Signature <u></u> Typed Name <u>Pamela A. Fleming</u> Title <u>City Clerk</u>		Schedule Authorized by State Archivist Date <u>30 Apr 10</u> Signature <u></u>

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No. M-269**

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**Agency**

City of Bowie

**Division/Unit**

City Clerk/City Manager's Office

Item No.	Description	Retention
8.	Legal Opinions and Litigation Written opinions rendered by the City Attorney and litigation cases involving the City.	Permanent. Transfer every 5 years to the State Archives.
9.	City Publications City newsletter, handbook, directories and various notices to the press and general public regarding current events.	Screen annually and destroy the material that is no longer needed for historical purposes. Retain historical information permanently and transfer every 5 years to State Archives.
10.	Contracts - Leases, facility use, consultant, construction, etc.	Retain until termination plus 3 years then destroy.
11.	City Elections - Candidates Reports and Campaign Funding. All documents filed by candidates; election results.	Retain permanently. Transfer every 5 years to State Archives.
12.	Election records: a. Municipal voter registration records  b. Notice of elections c. Ballots: paper, absentee  d. Election workers records	a. Permanent. Transfer every 5 years to State Archives. b. 5 years, then destroy c. 30 days after election is final or as determined by local ordinance d. 3 years, then destroy
13.	Proclamations/Certificates of Appreciation	Retain permanently if there is historical material that serves to document the event or occasion; transfer every 5 years to State Archives. Retain all other material 2 years or until superseded then destroy.
14.	Financial Disclosure Statements Disclosure statements filed annually by elected officials and appointed employees, committee members as required by City Code.	Retain 4 years from date of receipt, then destroy.

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No. M-269**

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**Agency**

City of Bowie

**Division/Unit**

City Clerk/City Manager's Office

**Item  
No.**

**Description**

**Retention**

15.

Insurance (Property, Vehicles)  
Documentation and correspondence relating to insurance for property and vehicles.

Screen annually and destroy material that has no further legal, administrative, fiscal or operational value.

16.

Requests for Proposals/Quotations/Invitations to Bid.  
Bid specifications, drawings, advertisement and other associated documents.

Retain for 3 years after contract completion or until audit requirements have been met, then destroy.

17.

City Council Video Tapes.  
Recordings of City Council meetings and Worksessions.

Retain 5 years, then offer to State Archives.

18.

Disaster/Emergency Management Plan.

Retain until obsolete or superseded, then destroy.

19.

Insurance Policies.  
Automobile, theft, fire liability, life, and all other insurance policies Purchased by agency.

Retain until termination of policy plus 6 years, then destroy.

20.

Certificates of Insurance.

Retain for 6 years, then destroy.

21.

Public Information Act Request.  
Formal request submitted by citizens for access to public records.

Retain 3 years, then destroy.

22.

Complaints/requests.  
Miscellaneous complaints or requests for service.

Retain 3 years, then destroy.